

## Churches of Christ Housing Services

Address:	41 Brookfield Road, Kenmore Qld 4069	Postal:	PO Box 508, Kenmore Qld 4069
Phone:	07 3327 1674	Fax:	07 3878 7204
Email:	<a href="mailto:affordableliving@cofcqld.com.au">affordableliving@cofcqld.com.au</a>	Website:	<a href="http://www.cofc.com.au/housing">www.cofc.com.au/housing</a>

Each household member over 18 must submit an individual application. This application will be declined if it is not completed in full and or if the supporting documentation is not provided.

To be considered for an Affordable Living tenancy, it is necessary to meet the eligibility criteria outlined on our website.

Applicant name:			
Property applied for:			
Have you viewed the property?	Yes	No	
Preferred move in date:			
How did you hear about us?			

### Identification Checklist

Attach a minimum 100 points of identification including one photo identification. At least one document from the primary list must be provided. All documents must be current.

Primary Document	Points	<input checked="" type="checkbox"/>	Secondary Document	Points	<input checked="" type="checkbox"/>
Drivers' Licence (copy both sides)	50		Australian Citizenship Certificate	40	
Australian Passport	40		Birth Certificate	40	
Adult Proof of Age Card	40		Pay Advice or Tax Return	30	
			Centrelink Income Statement	30	
			Medicare Card	30	
			Pension Card	10	
			Vehicle Registration Certificate	10	
			Bank or credit card statement	10	
			Utility account statement	10	
Total points:					

### Application Checklist – Ensure the following processes have been completed and documents are attached where required.

Read the tenancy agreement including the special terms and conditions for the scheme.	
Complete a separate application for ALL persons aged over 18 years (attach the required documentation).	
Complete and attach a Pet Application (if applicable).	
Ensure copies of the above required identification are attached.	
Attach proof of your current address (i.e. lease agreement, rental ledger or utility bill).	
Attach a bank statement which is current and for a consecutive three month period.	
Attach proof of income, including: <ul style="list-style-type: none"> <li>• Four (4) recent consecutive payslips (if applicable)</li> <li>• Centrelink Income Statement (if applicable)</li> <li>• Child Support Assessment Notice (if applicable)</li> <li>• Tax returns and business registration (self-employed applicants).</li> </ul>	

Applicant Details				
Surname:		Given name/s:		
Date of birth:		Gender:		
Phone:		Mobile:		
Email:		Work phone:		
Dependents: Each household member over 18 must submit an individual application.	Name	Date of birth	Age	Gender
Do you have any pets?	Yes	No		
Pet description:			Number:	
Pet description:			Number:	
Are there any boats, trailers, trucks, caravans or other heavy vehicles to be stored at the property?				
Vehicle details:				
Number of cars:				

Current Tenancy Details			
Address:			
Landlord or agent:			
Phone:		Fax:	
Rent per week:		Tenancy start date:	
Reason for leaving:			

Previous Rental History (1)			
Address:			
Landlord or agent:			
Phone:		Fax:	
Rent per week:		Length of tenancy:	
Bond refunded in full:	Yes	No	Deductions:
Reason for leaving:			

### Previous Rental History (2)

Address:			
Landlord or agent:			
Phone:		Fax:	
Rent per week:		Length of tenancy:	
Bond refunded in full:	Yes	No	Deductions:
Reason for leaving:			

### Current Employment

Current occupation:		Period of employment:	
Current employer:		Employer location:	
Payroll contact:		Phone:	

### Self Employment

Business name:		ABN:	
Business address:		Type of business:	
Position held:		Period of operation:	
Accountant's name:		Phone:	

### Previous Employment

Previous occupation:		Period of employment:	
Previous employer:		Net weekly income:	
Payroll contact:		Phone:	

### Student Information

Place of study:		Student no.:	
Course name:		Course length:	
Course coordinator:		Phone:	

### Emergency Contact

This information will be used if a matter of urgency arises from your tenancy and your normal contact details are unresponsive.

Name:			
Relationship:			
Phone:		Mobile:	
Address:			
Next of kin:	Yes	No	

### Referees

#### Professional referee

Name:		Relationship:	
Phone:		Mobile:	

#### Personal referee

Name:		Relationship:	
Phone:		Mobile:	

### Applicant Declarations

Are you an Australian Citizen or have permanent residency or have been issued with a temporary protection or bridging visa?	Yes	No
Do you own or part-own property in Australia or overseas. This includes residential or commercial property, land, manufactured homes, mobile homes or caravans that are permanently connected to utilities.	Yes	No
Does your household's combined liquid assets exceed \$112,500.00 for a single person, or \$143,750.00 for 2 or more household members. This includes money in bank accounts, shares and investments and superannuation payouts.	Yes	No
Have you ever been evicted by any landlord or real estate agent?	Yes	No
Are you in debt to another landlord or real estate agent?	Yes	No
Have you ever been blacklisted as a tenant (i.e. TICA)?	Yes	No
Will the premises be used for business purposes?	Yes	No
Is there any reason known to you that would affect your ability to pay rent?	Yes	No

Reason:

### Applicant Acknowledgement

The applicant acknowledges and agrees:

- the information provided in this application, including attached documentation, is true and correct
- this application creates no contractual or legal obligations between the parties
- Churches of Christ Housing Services is not required to give an explanation if this application is not approved
- upon or prior to signing a tenancy agreement, the applicable bond and two weeks rent in advance must be paid in full and said payments must be cleared and that personal cheques will not be accepted as a form of payment
- this application is for an Affordable Living scheme and that it is necessary to continue to meet the eligibility criteria for the duration of the tenancy and to provide verification of this when requested
- to the tenancy agreement and the special terms and conditions—including but no limited to, that there is no smoking inside the premises at all times.

Applicant signature:		Date:	
----------------------	--	-------	--

### Privacy Statement

Churches of Christ Housing Services must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and maintains a Privacy Policy, which is publically available on our website.

Churches of Christ Housing Services collects and uses personal information provided by you, as an applicant or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

Without the provision of certain information, Churches of Christ Housing Services may not be able to effectively assess your application or manage your tenancy and, as a result, your application may not contain sufficient information to be approved or to be provided with tenancy management services.

You have the right to access your personal information and request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

You as the applicant, agree that Churches of Christ Housing Services may, subject to the Privacy Act 1988 (where applicable) collect, use and disclose personal information to:

- the owner of the premises to which this application for tenancy applies
- residential tenancy databases for the purpose of confirming details in your application and properly assessing the risk of providing you with a lease agreement
- previous agents or landlords for the purpose of assessing the risk of providing you with a lease agreement and to verify the details provided in your tenancy application.
- your referees, current and or previous employers for the purpose of verifying information provided in your tenancy application
- tradespeople and similar contractors engaged by the owner or Churches of Christ Housing Services in order to facilitate maintenance with respect to the premises
- nominated referees to confirm information provided by you
- insurance companies, authorised personnel, courts and tribunals and other third parties as may be required by Churches of Christ Housing Services relating to the administration of the premises
- utility providers, where you have opted for such a service, for the purpose of enabling the connection and/or disconnection of your utility services
- a body corporate for the purpose of managing the premises
- the state and federal government for the purpose of administering housing services and measuring housing statistics and eligibility compliance.

### Privacy Consent

I have read and accept the above privacy statement. I give consent for Churches of Christ Housing Services to make enquiries to verify the information that I have provided in my tenancy application (in accordance with the Privacy Act 1988) with relevant tenancy databases including databases of my previous renting agents.

Applicant name:

Signature:

Date:

Applicant name/s:			
Property address:			
Pet type:		Pet living:	Indoor      Outdoor
Breed and description:			
Registration details:	Attach copy	Certificate of desexing:	Attach copy
Pet type:		Pet living:	Indoor      Outdoor
Breed and description:			
Registration details:	Attach copy	Certificate of desexing:	Attach copy
Reason for application: <i>(attach a separate sheet if required)</i>			

### Conditions

The tenant acknowledges and agrees:

- Submitting this application does not automatically provide approval to keep a pet and an outcome will be provided in writing.
- It is not the responsibility of the Lessor to provide adequate fencing to ensure pets remain within their designated areas. Any enclosures or modifications to the property to accommodate the pet must be requested and approved in writing.
- Pets are not permitted to roam free within communal areas (unit developments) and must remain within the perimeters of the pet owners dwelling or in designated pet areas. Pets must be kept on a lead at all times when entering or exiting a unit complex and any fouling of an area must be cleaned immediately and disposed of appropriately.
- If a pet causes a nuisance to neighbours, such as excessive barking or escaping, it may be considered a breach of the tenancy agreement subject to remedial action.
- Professional pest control treatment for fleas or vermin associated with the ownership of a pet, including deodorising, is the responsibility of the tenant and must be completed as requested by the Lessor, and upon vacating the premises with a receipt provided.
- Local council regulations must be adhered to, including registration and licences. A copy of the registration or licence must be provided to the Lessor within 14 days of the pet arriving at the property.
- Damage caused by pets will be repaired at the tenant's expense.
- Areas frequented by the pet must be kept in a hygienic state—litter trays, carry cages and gardens must be cleaned regularly and waste disposed of in sealed bags in the general waste bin, having regard to minimising odour in the property and rubbish bins.
- Pets must be restrained and controlled during property inspections or when a person acting on behalf of the Lessor is attending the property (e.g. tradespeople).
- Breeding animals is not permitted at the property unless express written approval is provided by the Lessor.
- Pet owners are liable for any damage or injury to other person/s or their property and should therefore have relevant and adequate insurance to cover such events.
- Failure to comply the conditions herein may result in approval for keeping a pet being withdrawn.
- Pets permanently removed from the property must be reported to Lessor and a new application submitted for any new pet.

Tenant signature:		Date:	
Tenant signature:		Date:	